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27 MAY 1916

# Duties for all Ranks

By CAPTAIN BASIL HOOD  
SPECIALLY COMPILED FOR THE  
**NEW ARMIES**  
AND  
**VOLUNTEER TRAINING CORPS**

From the C.O. to the Private

EMBRACING

**Hints for Young Officers**

**ADJUTANT'S DUTIES**  
**OFFICER'S MESSES**  
&c., &c.

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# INTRODUCTION

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## Foreword.

In response to many requests from friends in the **New Armies** and the **Volunteer Training Corps**, these notes are compiled in the hope that they may be of assistance to the many who are called upon to carry out duties to which they are unacquainted.

Whilst it cannot be claimed for one moment that the duties as set forth comprise all that one can be called upon to perform, they form the nucleus from which to work, experience soon proving the most competent instructor.

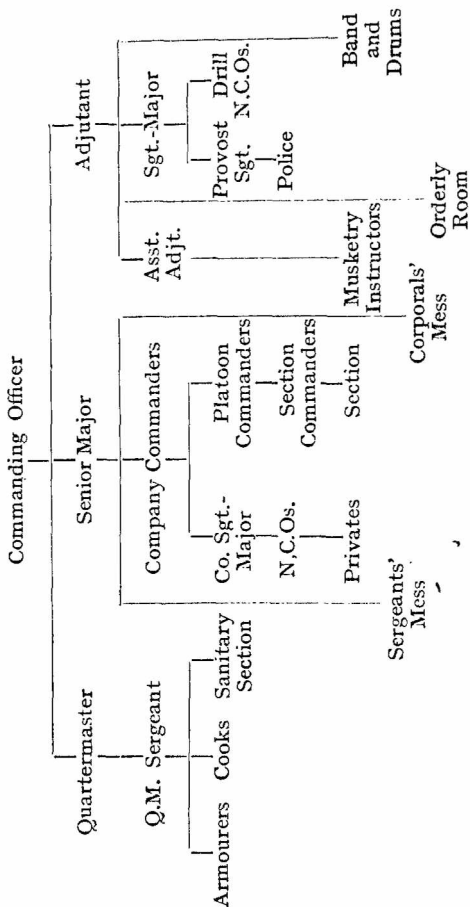
Some duties are touched lightly upon, as, for instance, those of the Commanding Officer. An officer in the Regular or Territorial Forces would probably know all there is to know on the subject by the time he was called upon to fill this onerous position. At the same time there are, doubtless, numerous Volunteer Training Corps springing up with commandants who would welcome these few notes.

Similarly the duties as laid down may seem arbitrary to civilians in the Volunteer Training Corps. Here again they will have something upon which to base their own positions, suitable to local conditions.

The **Notes for Company and Platoon** commanders will also prove helpful as **Hints to Young Officers**.

In conclusion, the notes will probably be useful in drawing up Battalion Standing Orders.

# CHAIN OF COMMAND.



# COMMANDING OFFICER

---

## The Commanding Officer.

**The Commanding Officer** is directly responsible for the supreme management of his unit.

He is charged with the efficiency, discipline, health, feeding and financial arrangements throughout the unit, so that it can readily be seen that it is necessary that he should thoroughly understand the whole working of his battalion system from A to Z.

The Commanding Officer is the head of the continuous chain of responsibility which is established through all ranks of the regiment, and from him all orders emanate.

The efficient instruction of his officers—so that they may render him and the battalion generally the best support—devolves directly on the Commanding Officer. He must lose no opportunity of seeking to promote a thorough spirit of good fellowship amongst his officers, and the interests of his men must receive constant care both as regards their military training, their comfort, their well-being and their recreations.

The Commanding Officer is responsible for the proper application of all regimental moneys, and supervises the committees formed to administer the various funds.

All public stores, equipment, arms and ammunition in battalion use are under his control and charge, and the Commanding Officer is held accountable for their proper maintenance, usage and disposal.

In short, the Commanding Officer, by the influence with which he is vested, has it in his power to make or mar the unit for which he is responsible. His personality will be reflected for good or for evil through all ranks.

# OFFICERS GENERALLY

## The Senior Major.

**The Senior Major** assists the Commanding Officer in exercising a general supervision over the battalion discipline and administration, and brings any irregularity to his notice. He supervises training and musketry; inspects Company accounts, conduct sheets and books, and watches over their interior economy. He visits at different periods the Guard Rooms and the various institutions connected with the battalion. 'The Sergeants' Mess and the Corporals' Mess are under his direct supervision.

Generally, the Senior Major watches over the whole battalion system, and by his observation ensures that the whole works harmoniously and to the best interests of the unit.

## Officers Generally.

**Officers** must have in mind always that their example, their personal character, their conduct, their manners and qualifications as officers, their language and their bearing as gentlemen, are known and commented upon throughout the regiment, and have a great influence for better or worse on the behaviour of the men. They must not only be **punctual and diligent in the performance of their own duties**, but must be insistent that every order is rigidly complied with by those under their command. The ordinary soldier is particularly observant of any slackness on the part of his officers, and the latter should so deport themselves as to be above suspicion.

The reason for every order is either the discipline, efficiency or comfort of the unit; officers having any suggestions to make which in their opinion would benefit the battalion, should always bring their ideas to the notice of the Commanding Officer.

## OFFICERS GENERALLY

A good understanding amongst the officers is most necessary for the well-being of all ranks, and particularly all officers must carefully abstain from criticising any orders or instructions emanating from superior authority.

**Punctuality** on parade should be regarded as one of the first principles. Should an officer be unavoidably late he must report himself to the senior officer present before taking up his duty. If prevented by sickness or other cause from attending parade, the Adjutant must be immediately notified.

Officers must be punctilious in **returning the Salute**. They must neither omit it nor allow themselves to develop a slovenly and cursory acknowledgment. Neither must they suffer the Salute to be omitted by those of inferior rank; they must at no time allow an unsoldierly bearing or want of smartness to pass unnoticed.

Uniform and appointments must strictly conform to regulations, and no deviation is permissible. On all parades and duties, and also when two or more officers of the unit appear in public together, the senior present is responsible that dress and other matters are strictly attended to.

Applications for **Leave** are always made in writing and submitted through the Adjutant. It should be a point of honour not to apply for leave of absence from the Commanding Officer's Parades. All officers on leave are responsible for keeping the Adjutant duly posted as to any change in their address and as to their movements. They must also see **when returning from Leave** that they make themselves fully conversant with all orders which may have been issued during their absence. Ignorance of orders can never be accepted as an excuse.

All officers will invariably address the Commanding Officer as "Sir," and will salute him when meeting him. Subaltern officers will address the Majors in the same way.

On parade or on duty all officers, when receiving an order or conveying a message to an officer senior to themselves, will always salute that officer and address him as "Sir."

## YOUNG OFFICERS

On entering the **Orderly Room** all officers salute the Commanding Officer if present, and officers junior to the Adjutant salute him also should he be present.

No officer will dismiss a parade, etc., when a senior officer is present without first obtaining that officers' permission.

Officers are expected to keep themselves up-to-date in the various Training Manuals, and should leave no steps unturned to perfect themselves in their profession, studiously endeavouring to pass the various examinations with credit to themselves and to their regiment.

The Commanding Officer looks to all officers to afford him the utmost aid and support in the preservation of discipline and due subordination.

An officer must never reprehend a non-commissioned officer in the presence of the men, and all unnecessary loudness and severity of tone should be avoided when it becomes necessary to rebuke either a non-commissioned officer or a private. Nothing is ever gained by bullying.

### The Subalterns.

The subaltern officer should always remember that the profession he has adopted requires constant preparation and diligent application to enable him to fit himself for the responsible position of a controller and leader of men, and he should endeavour to pass all his professional examinations as early as possible.

He must deport himself as befits his position in the unit, and must salute any senior officer when given an order.

The rules for "**officers generally**" (page 6) apply equally to subalterns, and should be carefully studied. See also under "**Platoon Commanders**" (page 15).

# THE ADJUTANT

## The Adjutant.

The various duties which fall to the lot of an Adjutant call for the utmost tact and intelligence. The office is one in which full scope can be given to energy and initiative.

The Adjutant must possess a thorough knowledge of all army and battalion orders, and also the thousand-and-one things which are indispensably necessary to his position as the Commanding Officer's right-hand man.

He must exercise the strictest **discipline** throughout the battalion. The **non-commissioned officers** are his particular charge for training and discipline, and also for their soldierly bearing and smartness. He must be a close and careful observer of their characters and qualifications, and should have a sound knowledge of their capacity.

**Recruits** come under his care for drill, and his endeavours in the early stages to confirm in them the discipline and habits they ought to possess will very much tend to the general smartness of the battalion.

**The young officers** also he takes in hand, supervising their early training and generally advising them as to their conduct and bearing.

The Adjutant regulates all **rosters of officers** with exactness, and frequently examines the duty roster book of the battalion. He must see that all returns called for are punctually rendered.

He parades and inspects all guards, detachments and armed parties to be commanded by officers.

He is responsible that the **Orderly Room** staff is efficient, and that all books belonging to his department are kept correctly and up to date.

All **orders** issued or conveyed by the Adjutant must be considered as coming from the Commanding Officer. The responsibility for their due observance is the Adjutant's.

## ASSISTANT ADJUTANT

He is the channel of all **correspondence** between the Commanding Officer and the officers, with the exception of the Senior Major and the Quartermaster.

Although the Adjutant must not interfere with the interior management of companies, he is on no account to let any irregularity pass unnoticed, but must report it either to the Company Commander or the Commanding Officer.

**On Parade** the Adjutant is responsible that the whole battalion is turned out in a thorough soldierly manner, severely checking any irregularities or breaches of discipline in any form. He personally parades and inspects the non-commissioned officers.

The Adjutant is responsible for the discipline of the Band and Drums.

As soon as possible after an **officer is appointed to the unit**, the Adjutant will write him and give the requisite information as to where his uniform should be obtained, as well as any other matters which it is necessary for him to know.

### The Assistant Adjutant.

The Assistant Adjutant is under the orders of the Adjutant, and is liable to be called upon by him to assist in or undertake any of his many duties.

He is specially charged with the **musketry** training of **recruits and young officers**, and the importance of these duties can hardly be too highly rated, as it is the foundations of their early training upon which rests the musketry efficiency of the battalion.

It is the duty of the Assistant Adjutant to see that **non-commissioned officers** are correctly practised in imparting **musketry instruction**, so that the same method of teaching pervades the whole unit.

He also instructs **young officers** in the mechanism and use of the **revolver**.

All appurtenances for musketry instruction are under his special care.

# THE QUARTERMASTER

He is responsible for the accuracy of the battalion **musketry returns**, and he will check Company, etc., returns, ammunition diaries, etc.

Correspondence with Company, etc., Commanders will be passed through the Adjutant.

## The Quartermaster.

The Quartermaster has on charge the whole of the battalion stores, rations, clothing, furniture, necessaries and equipment, for which he is responsible for the safe custody and proper distribution, with the exception of such items as are on charge of Officers Commanding Companies.

He has charge of all Barracks, Guard Rooms, buildings, etc., occupied by the unit as far as regards damages and repairs, and he attends to the cleanliness and upkeep thereof and also of the grounds surrounding.

He receives and issues all provisions, etc., checks weights and measures, and notes and reports any inferiority in the **quality** of the goods supplied.

He compiles an **inventory** of all articles on charge of Officers Commanding Companies, etc., and holds such officers responsible for any deficiencies, damages, etc.

He or his deputy must be present at the **issue of rations**.

He attends the Commanding Officer at all **inspections** of camp, barracks, kit and clothing.

When no special **transport officer** is detailed the battalion transport service is under his charge (*q.v.*).

**Fire prevention** and fire-fighting arrangements and apparatus are in his hands.

The **cooks** and cookhouses come under his orders and supervision, and it is his duty to maintain all utensils in a serviceable and cleanly condition.

Throughout the unit the Quartermaster must exercise efficient control over the whole of the arrangements upon which much of the comfort and health of the battalion hinge. The duties are onerous and call for scrupulous watching on the part of this officer, for the irregularities which arise are many.

## THE OFFICERS' MESS

### The Transport Officer.

The **Transport Officer** is responsible for the training and efficiency of the battalion transport and for the custody of the animals and equipment.

He should endeavour always to have a sufficiency of men trained in transport duties to cope with any emergencies.

### The Signalling Officer.

The **Battalion Signalling Officer** has charge of all signalling apparatus and equipment, and is directly responsible for its serviceable condition.

He is responsible for the training of the signallers and must maintain a high standard of efficiency. He instructs the **classes** which are periodically formed for the purpose of replenishing the establishment. He should endeavour to have always a strong reserve of thoroughly trained signallers in the unit to cope with eventualities.

### The Officers' Mess.

The **Officers' Mess** is conducted and controlled by a Committee, usually of two officers elected for a given period by the battalion officers, with a **President**, generally a senior officer, appointed by and responsible to the Commanding Officer.

The orders of the Mess President are imperative as regards the Mess and all servants employed therein.

One of the members generally has charge of the catering, and the other the wines, liquors and Mess property.

It should be the endeavour of all committees to manage with strict attention to economy, so that every officer is enabled to belong to the Mess without pecuniary

## THE OFFICERS' MESS

inconvenience. To this end all unnecessary and snobbish extravagance should be rigidly tabooed.

The officer in charge of the catering supervises the supply of food to the Mess, and has control of the kitchen arrangements, the cleanliness, order and routine of which should be under his constant inspection.

The wine officer has charge of the "cellar," and usually of the glass, crockery, etc.

There should be an **inventory** compiled of all Mess property of whatever description, which should be constantly checked and kept up to date.

Copies of all orders to tradesmen, etc., must be retained and filed.

**Mess bills** should be rendered to officers regularly, and it is usual to appoint a certain date in the month for their payment. Any unpaid bills must be brought to the notice of the Commanding Officer.

Accounts of all transactions must be methodically kept, which accounts must be duly audited and reported upon at given periods by a specially appointed board, and brought before the Mess at the next meeting.

On the retirement from office of the Committee, the President makes up the accounts to date and delivers them to his successor with all books, inventories, moneys, property and vouchers, and receives from him a certificate recording the transfer. The incoming President ascertains that the assets, etc., of the Mess have been correctly accounted for since the last audit.

A "Suggestion book" should be provided in which any officer may enter suggestions for the improvement and betterment of the Mess.

The senior combatant officer present at Mess is responsible for order and general harmony.

**Mess rules** should be compiled applicable to the particular circumstances of the unit, in which should be set out all arrangements for the due and orderly working of the Mess, and any special table etiquette. These rules should be rigidly adhered to.

## COMPANY COMMANDER

### Company Commanders.

The Officer Commanding a Company is responsible for everything connected with the training, management, payment and interior discipline of his Company and for all its equipment. The Company is the principal training unit in the battalion, and is self-contained.

The Commander is responsible for the training of all ranks under his command, and will arrange for the continuous and **progressive training** of all ranks throughout the year. His subaltern officers and non-commissioned officers as his **group leaders** he must ensure are well trained and worked up to a proper degree of efficiency, for upon them devolves the responsibility of the training of their own particular units. Should they not be proficient it cannot be expected that the men whom they lead can reach that stage of excellence in their military duties which is so necessary for the progress of the company as a whole.

The Company Commander should personally interest himself in every individual in his unit—officers, non-commissioned officers and privates—not merely by formal inspection and so forth, but by careful observation both on and off parade. He should from his own knowledge thus gathered be able to accurately "weigh up" every man as to his character and capabilities. By thus getting to the heart of his unit and by his care for their comfort and well-being, and kind but strict discharge of his duties towards them, he will be looked up to as a protector and a friend, with regard and respect. His example cannot but be felt through all ranks with consequent beneficent results, both in peace and in war.

Each Company in the unit will of course use its utmost endeavours to compete successfully with the other Companies in conduct, smartness, and efficiency in all departments. Carefully fostered this competition is bound to have good results, and to obtain a high position in the battalion should be the aim and object of every individual in the Company.

# PLATOON COMMANDER

## The Platoon Commander.

**The Platoon Commander** is responsible under his Company Commander for the efficient training, well-being, equipment and general bearing of the men under their charge, and they stand in relation to their command practically the same as the company officer does to the larger formation.

They direct the **instruction of the sections** forming their platoon, co-ordinating the same so that the whole training of the unit is carried on in definite relation to the work of the company and the battalion as a whole.

The Platoon Commander must see that his non-commissioned officers are thoroughly exercised in the art of command, losing no opportunity to impart to them such instruction, and endeavouring to develop in them initiative, discretion and judgment. Whilst duly supervising the training of his platoon according to programme, he should make it a rule to interfere as little as possible with his subordinate leaders in the control of their men.

In this present warfare it has been found that the **platoon commander's responsibility** has developed greatly owing to the frequency with which he is often completely out of reach of orders from his company commander.

In action his duty is to supervise his four Section Commanders, indicating the task allotted to each, when necessary specially directing their fire, regulating expenditure and replenishment of ammunition.

He co-operates under the direction of the Company Commander with the units on his flanks, watches all movements of the enemy and reports same, endeavouring to maintain constant communication with all possible diligence. During an advance he takes every opportunity of rallying his Sections on suitable ground, taking all leaderless men of other units under his command and using them to the best advantage until the action is over or the force re-forms. After a successful assault he will rally and re-form his command as expeditiously as possible.

## SERGEANT-MAJOR

### The Battalion Sergeant-Major.

The Battalion Sergeant-Major, being the senior warrant officer of the unit, has to comport himself with the **dignity** pertaining to his responsible position. He must preserve authority over and maintain a distance from the non-commissioned officers. Non-commissioned officers and men when speaking to him will stand to attention and address him as "Sir"; when passing him they will maintain a correct and soldierly demeanour.

His bearing, conduct and attention to duty must afford always an example to the whole of the unit.

He is the **Adjutant's right-hand man**, diligently assisting him in all his duties, and forming a connecting link between him and the non-commissioned officers for discipline.

The Sergeant-Major should, it goes without saying, have a thorough mastery of the drill books and regulations, and be acquainted with the correct manner of performing every "duty."

He is responsible for such battalion duties as may be required, keeping the battalion duty roster of non-commissioned officers, and detailing the men required for guards, duties, etc., daily.

He parades all guards, picquets, escorts, etc., and hands them over to the Adjutant or officer detailed. He himself should make it a point to be on parade several minutes before the appointed time.

He will examine and check all daily "states," "reports," etc., seeing that they are rendered punctually and in the proper form, and ensures that all orders for guards, sentries, etc., are correct.

He will frequently attend at "Tattoo," and particularly observe the "correctness" of all the arrangements at that hour.

Under the Senior Major he supervises the Sergeants' Mess, being responsible for its control and orderly management.

## SERGEANTS' MESS

### Battalion Quartermaster-Sergeant.

The Battalion Quartermaster-Sergeant acts under the immediate orders of the Quartermaster, and aids him in all the many duties of the Department.

He is to be present at the receipt and issue of all rations, fuel, etc., and attends all barrack inspections in the absence of the Quartermaster, taking note of damages and deficiencies.

He also supervises fatigue parties employed in cleaning, removal of stores, etc., and also the sanitary section.

### The Sergeants' Mess.

The rules for the conduct of Sergeants' Messes are laid down distinctly in "King's Regulations." See para. 1168.

The Senior Major is charged with its immediate supervision. The management of the Mess will be conducted by a committee, consisting of a president, not below a certain rank, and two members, elected at the quarterly Mess meeting, subject to the Commanding Officer's approval. They have power to authorise all ordinary expenditure, but exceptional outlay will not be made without the previous sanction of a Mess meeting and the approval of the Commanding Officer.

A Sergeant, not a member of the Mess committee, is chosen by the Commanding Officer to act as Mess caterer. He takes charge of all stores, and makes purchases from tradesmen selected by the committee.

A senior N.C.O. is appointed to act as treasurer by roster, usually for the quarter.

Entertainments are not given unless approved by two-thirds of a general meeting and with the concurrence of the Commanding Officer.

The senior warrant officer or N.C.O. present in Mess is responsible for the maintenance of good order and for the observance of the Mess rules. Each Mess draws up its own set of rules governing detail, etiquette, &c.

The regimental Sergeant-Major, regimental Quartermaster-Sergeant, or Colour-Sergeant Instructor of Musketry are by regulations barred from acting as president, treasurer, or committee man.

## NON-COMS.

### Non-Commissioned Officers.

The conduct of the battalion depends greatly upon the efficiency and manner in which the non-commissioned officers perform their duties.

It is essential that a non-commissioned officer should be at all times soldierly, active and energetic in his duties. He must be smart in "turn-out," thoroughly acquainted with his drill, and be able to impart his knowledge to others, exemplary in conduct, firm in giving orders without being overbearing, and seeing that they are executed; and he must never countenance a disrespectful reply or questioning of such orders.

He must remember that his promotion gives him a **responsible leadership**, and his authority, when properly exercised, will always be supported by the officers.

Non-commissioned officers must always have this responsibility in mind, and must check any unsoldierlike conduct.

It need hardly be said that he should be impartial and should never connive at or overlook any disorder or irregularity.

Non-commissioned officers must have no private dealings with soldiers, and must not associate, drink, lend or borrow money, or walk out with them. Non-commissioned officers should never if it can be avoided come into direct contact with drunken soldiers; they should, in cases where steps are necessary to restrain or confine such a man, give instructions to privates for the purpose.

The training manuals of their particular arm should be in their possession, and it should be the besetting aim of every non-commissioned officer to qualify himself for higher rank by diligent study and application. Promotion, it must be remembered, does not depend upon seniority. His whole bearing, his knowledge of his duties, his keenness in and correct performance of those duties and his ability to instruct and command respect, alone can give him any claim to an advance in rank.

## SECTION COMMANDER

### The Section Commander.

The aim of the **Section Commander** is to be able to lead his Section in all times and places and under any conditions. The section is **the unit** in peace for training, and has been found to be more so than ever in the present war, where trench warfare tends to split up companies and platoons even.

Every endeavour should be made to ensure as far as possible the **permanency** of the non-commissioned officers and men forming a section. They should be together in barracks, under canvas, in billets, and in fact everywhere. The Section Commander should thus be able to thoroughly know the characters and abilities of his men individually, to train and control them, and be answerable for them to the Platoon Commander under any circumstance.

The Section Commander is primarily responsible that the arms, equipment, clothing, etc., of his section are complete and in good order, also that his men are turned out and behave in a soldierly manner.

He will see that they get up promptly at Réveillé and properly arrange kits, etc.

He must possess a section roll book, kept posted accurately and up to date.

In action his duty is to explain clearly the objective and the methods proposed to attain same. He must see that the general direction is maintained.

In advances he selects the successive halting places and fire positions for his section, and indicates the way from one position to the next.

He must see that men utilise all possible cover, having regard to the effective use of their rifles, and he must regulate the number of men occupying particular positions.

He controls and directs the fire of his section, pointing out targets and seeing that the men correctly adjust their sights.

Adjacent sections must be co-operated with, all signals promptly acted upon, and no opportunity lost of communicating intelligence respecting the enemy or the action to his Platoon Commander.

# SOLDIERS

## Privates.

The good soldier is punctual in his habits, temperate, careful in his arms, clothing, appointments, etc., cleanly both in person and dress, alert in all his duties, respectful and obedient to all those who are put in authority over him.

It should be his aim to so order his general bearing and demeanour as to live on good terms and fellowship with all his comrades, and he should always be animated with a love and zeal for his unit, and strive earnestly to maintain the *esprit de corps*.

Upon the obedience and respect shown by soldiers the whole foundation of discipline depends.

**Orders** given by superiors of whatever rank must be instantly obeyed without question as to the propriety or reason for such order. Should a soldier feel aggrieved by the receipt of any order and has any complaint to make, he is at liberty to appeal afterwards to his commander for redress. But, remember, the order must first be obeyed; disobedience immediately puts him in the wrong, however justified his complaint may eventually be found to be.

Soldiers must bear in mind that the reputation of the unit is in their distinct keeping, and they should strive never to discredit it. Attention to dress, correct turnout, soldierly bearing, self-control, restraint from bad language and conduct likely to cause a breach of the peace, and an earnest endeavour to prevent themselves and others from disgracing their uniform should be their motto always. This not only applies within the unit, but must be acted up to at all times and in all places.

The private soldier must not call any non-commissioned officer by name without prefixing his rank, and he must not speak in the ranks unless questioned by either an officer or non-commissioned officer. Should he wish to speak to an officer he must invariably be accompanied by a non-commissioned officer.

When speaking to the Sergeant-Major all soldiers will stand to "Attention" and address him as "Sir."

## GENERALLY

**Salutes** and compliments must be punctiliously observed to all officers, both of their own unit and other Corps. They are as follows :—

When a **soldier passes an officer** he will salute on the third pace before reaching him and lower the hand on the third pace after passing him. The salute is made with the hand furthest away from the officer. If the soldier is **carrying a cane** he will place it smartly under the disengaged arm, cutting away the hand smartly before saluting.

When **sitting**, should an officer approach, the soldier will stand to attention facing the officer and salute with the right hand. When there are two or three men present in either case the senior non-commissioned officer or oldest soldier will alone salute.

When an **officer enters a room** in which a large number of men are congregated, the first non-commissioned officer or man who sees him will call the room to "Attention."

On the **approach of an officer** at Mess the senior present calls the Mess to "Attention," when knives and forks will be laid down and the men sit at "Attention."

When **addressing an officer** the soldier will halt two paces from him and salute with the right hand, saluting again before withdrawing.

When appearing before an **officer in a room** he will salute without removing his cap.

A soldier **without his cap** or when **carrying anything** other than his arms, will, if standing, still come to "Attention" as an officer passes. If walking he will smartly turn his head toward the officer when passing him.

When **riding a cycle** a soldier will turn his head smartly towards an officer on passing, but will not remove his hands from the handlebars.

In passing an officer whilst **driving** the whip will be brought to a perpendicular position, the right hand resting on the thigh, and the head smartly turned towards him.

Soldiers passing troops carrying **uncased Colours** will salute the Colours.

## BATTALION DUTIES

### The Captain of the Week.

The **Captain of the Week** exercises a general supervision over all battalion duties. His tour of duty commences on Sunday. His special duties are to visit the dinners and guards several times during his tour.

He should watch that the subaltern of the day does not visit the same relief of sentries as himself, either by day or night, and at least one hour should elapse between their visits. Occasionally he should arrange for the guard to be visited at an unusual hour, as a general check.

### The Subaltern of the Day.

Unless otherwise arranged, this duty is a daily one, commencing and ending at "Reveill  ."

He reports himself personally to the Captain of the Week, usually at the Orderly Room hour. The special duties falling to his lot are shown in the following specimen report. This report he will get initialled by the Captain of the Week, and send to the Orderly Room by the Orderly Room "hour" on the day after coming off duty.

When no officer of a company is available he investigates charges against soldiers-in-arrest or open arrest. He will sign any company papers which have to be rendered to any of the battalion offices, and which cannot be kept over until the return of the company officer.

He will invariably be accompanied by a non-commissioned officer when visiting the sentries.

He will not turn out the guard by day and night in the same relief of sentries, or in the same relief as the Captain of the Week.

All guards commanded by non-commissioned officers which return to barracks during the Orderly Room "hour" are to be inspected and dismissed by him.

## BATTALION DUTIES

He will act for the adjutant during the latter's temporary absence on duty or from any other cause.

He commands the in-lying picquet, and unless it is required for further duty will dismiss it on staff parade.

### FORM OF REPORT.

I inspected rations yesterday, and saw them weighed and issued. They were of                      quality.

I visited the breakfasts and found them                      .  
The men were                      properly dressed. There were complaints.

I inspected all the guards coming off duty and found them

I visited the soldiers-in-arrest in the Detention Room and found them

The furniture and utensils were                      . Complaints.

I inspected the Guard Room, Detention Rooms and Cells, and found them clean and in good order.

I visited the Canteen at                      o'clock and found it quiet and regular.

I visited the Rooms. They were clean and regular.

I visited the dinners and found them                      . The men were properly dressed.                      Complaints.

I visited the Cookhouses after the evening meal and found them                      . The utensils were

I visited the Ablution Rooms at                      and found them

I inspected the night duties and picquet at "Retreat" and found them

I attended at the collection of "Tattoo" reports, and personally inspected staff parade.

I saw all unauthorised lights out.

I visited the guards as follows: regimental guard at                      by day, and at                      by night, and found them alert, and the sentries acquainted with their orders.

I visited the policeman on duty at the Guard Room at                      and found all correct.

Orderly Sergeant's report attached.

# BATTALION DUTIES

## Battalion Orderly Sergeant.

This duty is a daily one, commencing and ending at "Reveill  ," during which period he must not quit barracks.

He must report himself at the earliest opportunity to the orderly officers of the day. These officers he attends in all their duties.

He will parade all battalion fatigues and ration parties.

He will parade with the Company Orderly Sergeants at guard mounting and "Tattoo."

He parades Orderly Corporals and orderlies at meal hours.

Attends all battalion parades and Orderly Room.

Parades the Orderly Sergeants after "Lights out."

Parades whenever the Orderly Sergeants' call is sounded.

He must visit Canteen at various times to see that everything is being conducted correctly, and it is his duty to close the Sergeants' Mess at the stated hours.

He collects all reports, makes out the Battalion Orderly Sergeant's report in the prescribed form covering his "duties" in detail during his tour, signing and handing same to the Captain of the Day before breakfast on the day he comes off duty.

## Battalion Orderly Corporal.

Comes on duty at "Reveill  " and finishes at "Reveill  " on the next day.

He will report himself to the Orderly Officers and to the Battalion Orderly Sergeant at the first opportunity.

His general duties are :—

To attend the issue of rations.

To visit breakfasts and dinners with the Orderly Subaltern, or as directed by the Battalion Orderly Sergeant.

## BATTALION DUTIES

To assist the Battalion Orderly Sergeant generally.

After "Lights out" he will see that all unauthorised lights are extinguished.

He will be present when the Battalion Orderly Sergeant parades the following :—

Fatigue parties.

Ration parties.

Sick.

Orderly Corporals for breakfasts and dinners.

"Duties" at "Retreat."

"Tattoo" parade.

He will attend all battalion parades, including guard mounting.

He will accompany the Orderly Subaltern on any duty for which he may be required.

He locks the Corporals' Mess at the appointed hour.

### The Provost Sergeant.

The Provost Sergeant is under the direct orders of the Adjutant.

It is his duty to maintain order throughout the unit, whether in barracks or camp, and instantly quell any disturbance.

The battalion police act under his authority and supervision.

He takes charge of the Detention Rooms and soldiers confined therein.

All defaulters are placed in his charge, and he sees that all fatigues and drills ordered are properly carried out.

He obtains from the commander of the guard the names of any absentees at "Reveillée."

He attends Orderly Room daily and ascertains from the Company Orderly Sergeant the names of any men awarded punishment.

He details the police for their respective duties, and keeps the duty roster.

# BATTALION DUTIES

## Regimental Police.

The police are under the immediate orders of the Provost Sergeant.

The duties are mainly :—

To maintain good order in barracks or camp.

To report to the Provost Sergeant any non-commissioned officer or man who they see improperly dressed out of barracks.

To watch that no unauthorised lights are relighted after "Lights out."

To see that all hawkers frequenting the barracks or camp are in possession of the properly authorised pass.

## The Cooks.

The Sergeant Cook works under the orders of the Quartermaster, who supervises all the cooking arrangements.

He is responsible that all the utensils, the Cookhouse and surroundings are kept scrupulously clean, also that the cooks, too, are cleanly in clothes and person. No clothes other than washable ones should be worn in the Cookhouse.

Admittance only on business should be his watchword, and any would-be interlopers warned off sharply.

The cooks should never be allowed to have their own meals in the Cookhouse, and smoking should be prohibited.

## The Sanitary Section.

The Sanitary Section work under the direction of the Quartermaster.

The general duties are :—

To see to the cleanliness, disinfection, &c., of all latrines, drains, ashbins and rubbish pits.

## GUARD DUTY

To sweep and generally tidy the parade grounds and roads in the vicinity of the barracks or camp.

Where an incinerator is in use the Sanitary Section are responsible for its working.

### Commander of the Guard.

The Commander of the Guard is responsible for the due performance of all duties, the discipline, and for all articles, stores, property, etc., held on charge by the Guard. He must

- Allow no non-commissioned officer or man to leave the guard without orders, except for necessary purposes.

- Ascertain that the sentries know their orders and are alert at their posts.

- See that the guard turn out promptly in the event of alarm.

- Deprive "drunks" of their boots if violent.

- See that all returns, reports, states, etc., are correctly made out and sent in.

- Promptly forward a report to the subaltern of the day in the event of any untoward occurrence which requires immediate action.

- Take charge of all prisoners, and be responsible for their safe custody and also their correct turn-out when leaving the Guard Room for trial or otherwise.

- Allow no men other than the Guard to frequent the Guard Room.

- Ensure that his men are properly rationed.

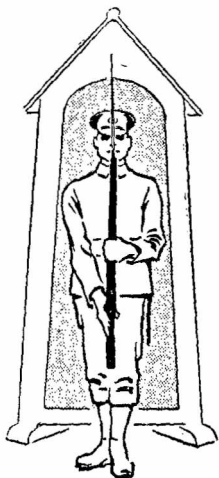
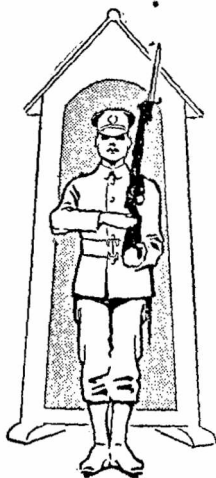
- Prohibit conversation of sentries with strangers.

- Call the roll of defaulters at given periods and inspect them.

- Hand over to new commander on completion of "duty" all property on charge, which must be correctly checked.

Guards are usually mounted for a period of 24 hours.

## SALUTING



# SENTRIES

## N.C.O. on Guard Duty.

Non-commissioned officers must pay particular attention to the way in which sentries carry themselves and their arms, and pay compliments. No one must be allowed in the Guard Room except on duty. He must see that all sentries fully understand the special duties allotted to them.

## Sentries on Guard Duty.

Guard duty must be reckoned as most important. The greatest smartness and alacrity are required, both in dress and behaviour. The sentry should always move about his post in a soldierly manner, and all rifle movements must be smartly carried out whether under observation or not.

On no account must a sentry leave his post unless correctly relieved.

His duties are to take charge of all Government and battalion property in view of his post, to alarm the guard commander in case of fire or unusual occurrence, and, if posted near the Guard Room, to **turn out the guard** at "Retreat," "Tattoo" or "Reveillé," and also to the following :—

Royalty, Lords-Lieutenants, Governors or Lieutenant-Governors.—Whether in uniform or not.

General officers.—Between "Reveillé" and "Retreat."

Armed corps and parties.—At all times.

Commanding Officer.—Once a day, when in uniform.

Sentries will **salute** as follows :—

Sentries will not present arms to any officer or armed party except Grand Rounds between "Retreat" and "Reveillé." When an officer is seen sentries will halt, turn to their front and salute at the slope.

## COMPANY DUTIES

Sentries will not turn out the guard to unarmed parties. They must never converse with anyone, and if questioned the individual should be referred to the Guard Room.

When turning about sentries always turn to the front of their beat.

The sentry is mounted for two hours on duty with four hours off.

### Company Sergeant-Major.

The Company Sergeant-Major stands in relation to his company almost precisely as does the Battalion Sergeant-Major to the larger formation ; therefore, it is felt that it is not necessary to repeat here the duties previously given, see page 16.

### The Company Quartermaster-Sergeant.

His duties are the same on a minor scale as those already given for the Battalion Quartermaster-Sergeant, see page 17.

### Company Orderly Sergeant.

His tour of duty is usually for the week, commencing at a given hour on one day and finishing at the corresponding hour and day of the next week.

He will go round the lines of his company after "Reveillé" has sounded, seeing that all men are present and up, reporting absentees and sick. He will see that the place is properly ventilated, kits properly laid out and that all surroundings are scrupulously clean.

## COMPANY DUTIES

He will attend all parades, duties and fatigues required from his particular company, detailing and warning the necessary men. He will call the roll at "Reveill  ," and at such other times as may be ordered.

He will prepare and be responsible for the accuracy of all "states" and "reports" required.

He will attend at the appointed hour at the Orderly Room for daily orders, and will answer Orderly Sergeant's call whenever sounded. He must see that all orders are read out to all concerned, this being done usually on parade.

He makes out the detail of duties for the following day and posts same on the company notice-board.

He will ascertain as soon as possible after "Reveill  " if there are any men of his company in Guard Room, inquiring at what hour absentees and men on leave reported.

He will when necessary make out crimes reports, and he will enter in the Duty Roster names of men awarded punishment.

He attends at "Tattoo" staff parade, answering for the company state to the Sergeant-Major, reporting absentees and men on leave. After "Lights out" he must see that all lights are out except those authorised, and that the men are in bed.

During his tour of duty he must not leave barracks or camp except for training purposes, and during this time he will usually be relieved of all other duties.

When going off duty he is responsible that all details, states and books are up to date.

### Company Orderly Corporal.

The Company Orderly Corporal is also usually detailed for the week, coming on duty at a given hour on one day, and going off at the same hour in the succeeding week.

He assists the Company Orderly Sergeant generally in the discharge of his duties.

## COMPANY DUTIES

His general duties are to make a list soon after "Reveillé" of all those reporting "sick," reporting same to the Orderly Sergeant, from whom he obtains the sick report. He parades the sick at the appointed hour, and hands them over to the non-commissioned officer detailed.

He will parade the orderly men at given hours for the issue of rations, seeing that all utensils are clean. He examines rations, checking quality and quantity, and sees that they are properly distributed.

He is answerable that all guards and prisoners receive their rations and bedding.

He will always accompany the Orderly Sergeant at "Reveillé" and "Tattoo" roll calls.

### Orderly Men.

The duty of the **Orderly Man** is a daily one, commencing and ending at "Reveillé," and is worked by rota.

His duties are generally to remove all "necessary" tubs, emptying and cleansing them.

To see to ventilation and cleansing of quarters, light fires if necessary, draw rations at the appointed times, fetch food from Cookhouse at bugle call and to divide same. To lay table and clear away, cleaning up all utensils when done with. To scrub all tables and forms after breakfasts and dinners, with the assistance of the men. To carry meals to the guard and prisoners. To act as policeman during his tour of duty, preventing men meddling with the property of others.

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